

# **Attala County School District**



## **Athletic Handbook**

## INTRODUCTION

This Athletic Department Handbook has been prepared to present clear guidelines to cover specific aspects of the athletic program in the school district and to provide the specific policies and procedures that pertain to these programs. The school board and administration believe that it will be helpful not only to staff members directly involved in athletics but also to students and parents who are affected by or are interested in learning about the program.

It is important to understand that this handbook is supplemental to and is not intended to supersede or substitute for policies and procedures of the school district adopted by the school board on governing operations of the school district. Every staff member and all students are subject to these policies together with policies stated in the student handbook.

In addition, the athletic program of the district must conform to all rules and regulations established by the Mississippi High School Activities Association and the State Board of Education.

All staff members must make certain that programs under their supervision and/or with which they are associated as members of the athletic department are in compliance with the policies of their school district, the State Board of Education, and the Mississippi High School Activities Association.

This handbook outlines the district's mission regarding athletics, organization, coaching assignments, and coaching expectations and responsibilities. The handbook also contains policies and procedures. It addresses specific situations with policies and guidelines to ensure accountability, safety, discipline, supervision, and supplements. The risk liability is always present; however, with these policies and procedures in place, the threat of liability will be at a minimum.

Forms covering various aspects of student athletics participation, well being, and safety are included. These forms are the responsibilities of the coach in charge, specifically, as well as the responsibility of the school district. The forms and the rules and guidelines pertaining to them are of the utmost importance, and they should be strictly adhered to.

The final section covers job descriptions and evaluations of personnel. Job descriptions identify performance responsibilities, personal relationships, coaching performance, and related coaching responsibilities and duties. Each job description is mirrored with an evaluation form which, if properly executed, will provide documentation of coaches and others directly associated with and responsible for the smooth operation of the athletics department.

## **Mission Statement**

Athletics should function as an integral part of the total curriculum in the Attala County School District, offering opportunities that will promote self-realization and all around growth, as well as the development of fellowship and good sportsmanship.

The major objective of the athletic program is to provide a wholesome opportunity for students to develop positive and responsible habits and attitudes toward group and social living. Athletics help the student athlete develop a healthy self-concept, as well as a healthy body, by teaching those skills necessary for individual and team participation.

The interscholastic athletic program should be conducted in accordance with school board policies and regulations and should be conducted in a manner that will justify it as an educational activity.

## **Code of Ethics**

The coaching profession carries with it certain obligations and responsibilities to the sport, to the school, to the players, and to fellow coaches. It is essential that every member of the profession be constantly aware of these obligations and responsibilities, to the end that coaching remains an honorable calling and that each member conducts himself/herself in such a manner as to maintain the dignity and decency of the profession.

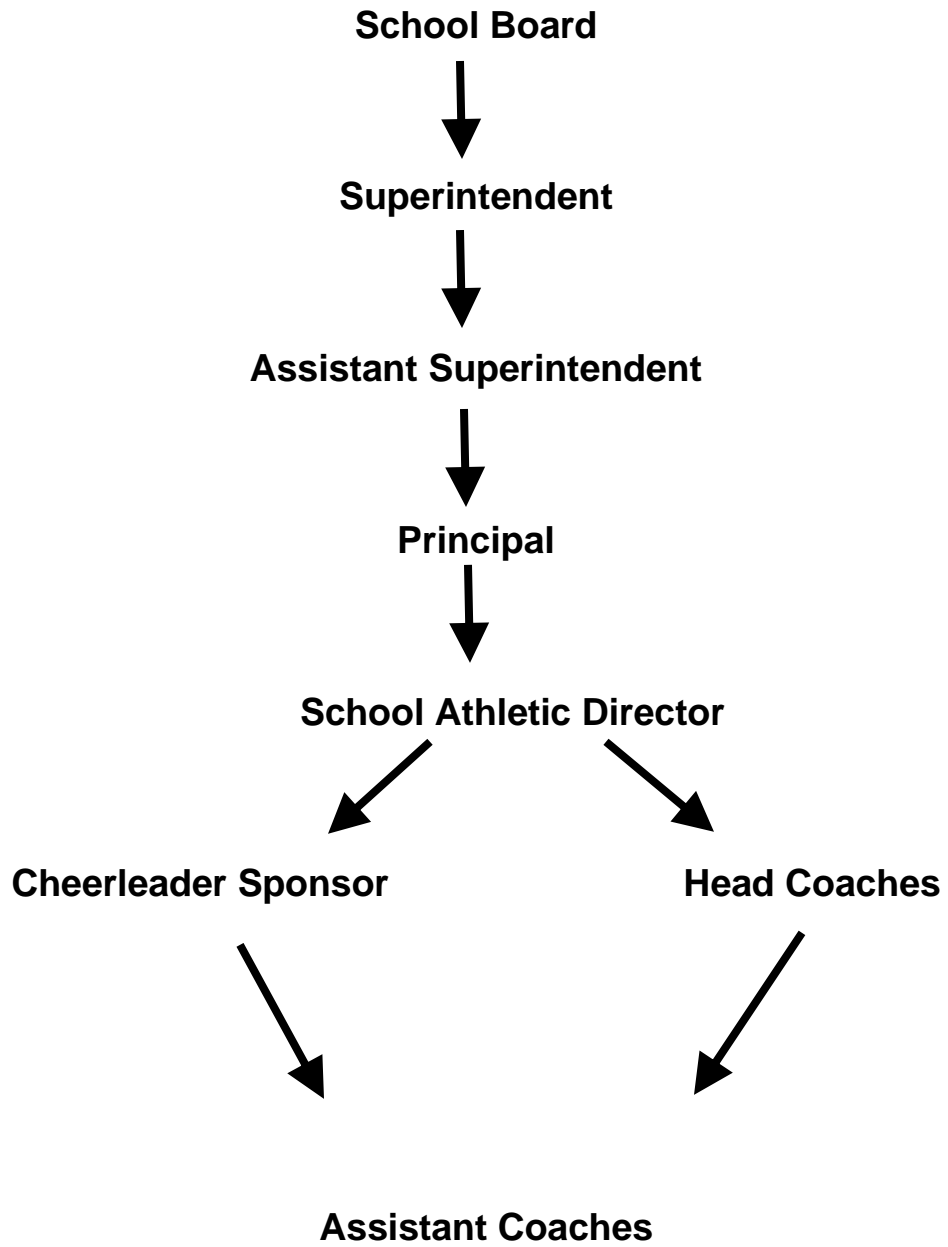
In relationships with players under his/her care, the coach should always be aware of the influence he/she wields as good or bad. Parents entrust their children to the coach; and through his/her example, these young people should emerge as fine and decent people. The coach should never place the value of winning above that of instilling the highest ideals and character traits in his/her players. The safety and welfare of the players should always be uppermost in the mind of the coach.

In teaching a sport, the coach must realize that there are rules designed to protect the player and to provide common standards for determining a winner and a loser. Any attempt to beat these rules, to take unfair advantage of an opponent, or to teach deliberate un-sportsmanlike conduct has no place in athletics. The coach should set the example for winning without boasting and for losing without bitterness.

Coaches who conduct themselves using these principles as guidelines will be successful in terms of the respect they gain from their players as well as their peers.

The essential qualities desired in coaches are honesty and integrity. Coaches whose conduct reflects these characteristics will bring credit to the coaching profession. It is through such conduct that the profession will earn and maintain its rightful place in the educational program and make its full contribution to all associated with the program.

# Athletic Department Organizational Chart



## Sports Offered

Fall	Winter	Spring
Football	Basketball	Baseball
Volleyball	Powerlifting	Fast-pitch Softball
Cheerleading		Track
Cross Country		

## RESPONSIBILITIES/EXPECTATIONS/GUIDELINES

The school athletic director, the principal, the assistant principal, or the designated game manager is responsible for supervision at interscholastic contests.

Head coaches are responsible for the squad, including managers, etc., during athletic contests.

Problems/complaints should be reported immediately to the school athletic director.

A security plan for all student activities must be in place with MHSAA. The security plan must be clearly understood by administrators, coaches, security, and working personnel.

### Athletic Director

The basic role of the school athletic director is to provide leadership to the overall athletic program, as well as to manage the details necessary for a successful day-to-day program.

The management role of the school athletic director may be the most varied of all school administrators' roles. The tasks of scheduling, procuring and expending funds, managing personnel, etc., combined with the constant interruptions characterized by the job tasks dictate that the school athletic director possess a high degree of organizational skills.

The position of the school athletic director is of paramount importance in ensuring that the activities are coordinated with the regular school curriculum and in providing a well-rounded and meaningful educational experience.

**Goals and Objectives:**

**Goal I.** The school athletic director will establish an athletic program that ensures a cooperative, supportive, and participative environment for all students, coaches, faculty, and community.

- Objectives:** A. Establish open lines of communications with coaches through regular meetings with coaches and selected school and community groups.  
Develop a procedure for confidential discussions of problems and possible solutions.  
Inform parents and athletes of the team requirements, expectations, appeal procedures, benefits of participation, as well as the general established inherent dangers of participation.  
Through publications, establish open lines of communication with the community that promote and foster understanding, cooperation and acceptance of the athletic program in the eyes of the community.  
Scheduling of all athletic events (games, etc.) will be approved by the school athletic director. The school athletic director will forward the schedule to the school principal for approval.

**Goal II.** The school athletic director will be visionary and innovative and will create both short range and long range goals for the athletic program in cooperation with the students, faculty and community.

- Objectives:** A. Keep abreast of current research regarding all areas of high school athletics.  
Assess needs of the athletic program which identify and prioritize school and community expectations.  
Develop plans which address assessed needs.  
Take advantage of community and school district resources.  
Initiate and implement plans of action.  
Evaluate progress and/or outcomes.

**Goal III.** The school athletic director will provide leadership that is pro-active and positive. This leadership will place emphasis on the mental, physical, and social benefits of interscholastic athletics to the student athlete and coaches.

- Objectives:** A. Provide in-service education and information to coaches in the methodology of using positive reinforcement and building self-esteem of all student athletes.  
Anticipate problems and difficult situations and strive to resolve them by developing a written plan of action to address them.  
Encourage moral and positive social behavior by coaches and student athletes.

**Goal IV.** The school athletic director will perform and be accountable for managerial functions.

**Objectives:** A. Devise and prepare a plan for facility assessment, maintenance, and improvement.  
Coordinate with other administrators regarding the qualifications, expectations, job descriptions, hiring, and evaluation of athletic personnel.  
Provide a plan to conduct safety checks on all facilities, equipment, and teaching techniques.

**Goal V.** The school athletic director, along with the coaches, will provide an athletic program for students that will promote good sportsmanship and citizenship.

**Objectives:** A. Develop and implement a student athlete code of conduct.  
Ensure those requirements for participation show high expectations for good citizenship.  
Emphasize the need to demonstrate good sportsmanship and fair play.

**Goal VI.** The school athletic director will be responsible for ensuring that all policies and rules of the National Federation, the Mississippi High School Activities Association, the Board of Education, and the school principals are updated and adhered to.

**Objectives:** A. Inform all coaches of rules and regulations pertaining to conduct of athletic program; i.e., handbook, in-service programs, updates ensuring they are fully understood.  
Develop a written procedure to notify parents and student athletes of rules and regulations that apply to participation.  
Keep abreast of changes and modifications to existing rules and regulations and communicate the changes to all participants, personnel, parents, and student athletes.  
Enforce rules/regulations with established actions/penalties that are clearly stated and given to parents, student athletes, and coaches.

## **Coach**

The school district recognizes the need for a job description for coaches, with strong emphasis on credibility and accountability. Among the major performance areas underlying the job description are:

## **Coaches' professional and personal relationships**

### **A. Rapport**

A coach must be able to develop good rapport with many groups and individuals. Among these are the team personnel, the student body, the school staff, and administrators as well as the community, officials, spectators, news media, parents, and fellow coaches. Good rapport and an image of competency are invaluable to a coach.

### **B. Cooperation**

The district expects a give and take among all individuals associated with the comprehensive program. A coach must work hand-in-hand with his/her superiors and other members of the staff.

### **C. Leadership**

Enthusiasm, diligence, honesty, dress, and love of the game are all qualities of personal pride that should be exhibited by a coach.

### **D. Discipline**

Every facet of discipline is the coach's responsibility. The coach should be a model for all that the program represents – observation of school codes, training rules, as well as rules of the game which include good sportsmanship, behavior of the participants, and the conduct of the crowd.

### **E. Improvement**

A coach must constantly take advantage of opportunities for self-improvement. Attendance at district meetings, rules clinics, special workshops, and clinics in specific fields and in-service training programs is vital for successful job performance.

## **II. Coaching Techniques**

Use sound and acceptable coaching and teaching practices.

Run well-organized practice sessions.

Complete season planning well in advance of starting date.

Adhere to a sound program of injury prevention. If injuries do occur, follow the prescribed routine and keep an open line of communication with the patient, doctors, and parents.

Construct a well-organized game plan.

Develop a written accountability system for equipment.

Inform assistant coaches, student managers, and statisticians of what is expected of them.



### **III. Coaches' Responsibilities**

#### **To Team Members:**

The main reason for having athletic teams within the school is to develop fully the capabilities of young men and women. Development of positive attitudes is of the utmost importance. Aggressive and fair play should be taught while stressing good sportsmanship. To this means, the coach must be the leader and set a good example.

The coach should be fair and unprejudiced toward players taking into consideration their individual and cultural differences, needs, interests, aptitudes, temperaments, and environments.

The safety and welfare of players is the primary concern. The coach's primary responsibility is to the individual player. However, consideration and concern must also be given to the family of the student athlete.

A coach should monitor the grades of the student athletes and should discuss those grades with the students and their parents, if deemed necessary.

#### **To School District:**

Be familiar with school board policy concerning athletes and aware of MHSAA rules and regulations, making certain that physicals have been conducted, birth certificates and signed parent consent cards are on file, and the student meets eligibility requirements prior to participation.

Conduct himself/herself in a positive manner. His/her reputation as a coach is under constant scrutiny.

Be loyal to the school, the administration, the team, the students, and to the other coaches.

Encourage the student body and spectators to treat visiting teams with courtesy.

Show mastery of the principles of education.

Give support to all endorsed activities of the school.

#### **To Fellow Coaches:**

Expect all staff members to contribute a full measure of time, effort, thought and energy to the program.

Establish and use an evaluation form for assistant coaches.

Support, promote, and cooperate with all other coaches for the well being of the total program.

Conduct in-service programs for coaches.

**To Faculty Members:**

Cooperate and work with fellow faculty members, always keeping in mind the well being of the student athlete.

**Regarding the physical plant and equipment, each coach must:**

1. Keep practice areas and locker rooms in order and clean.
2. Store equipment neatly and use it properly.
3. Keep storage areas locked.
4. Present all work orders in writing to the proper personnel.
5. Maintain a detailed inventory of equipment and uniforms.
6. Present a detailed list of equipment and uniform needs to the school athletic director prior to March 1 of each school year.

***Guidelines for Coaches***

1. The verification form which is a proof of insurance, proof of physical, parental release, and eligibility requirements must be signed by the head coach and presented to the school athletic director prior to any participation by a student athlete.

Each coach will make every possible effort to assure that all athletes/cheerleaders exhibit behavior beyond reproach in classrooms, on the campus, and in all athletic facilities.

Every coach is expected to have complete knowledge and understanding of the MHSAA Handbook of rules and regulations as well as the regulations and policies of the school district.

If an athlete quits a sport after the first regular season contest, he/she is not eligible to participate in another sport until the sport he/she quit has completed the season.

Supervision the most important aspects in coaching/teaching. All staff members must understand the liability factors regarding this policy. Failure to supervise students/athletes AT ALL TIMES could result in job termination.

It is the responsibility of the coach/sponsor to have an emergency plan of action in place with regard to injuries and/or emergency situations. Both home school and travel situations must be covered under this plan.

If an athlete displays a lack of self-discipline, poor attitude, or failure to fulfill his/her commitments to the athletic/activities program, he/she will be suspended

from participation in that sport or any other activity for the remainder of the season.

Head coaches supervise implementation, analyze staff effectiveness and use documentation as an accurate instrument in the evaluation of assistant coaches.

### **Conduct of Coaches**

The conduct of a coach reflects on the integrity of the district as well as the coach.

Coaches are in a position to influence young people and should strive to develop individual players and teams into units that will perform at their maximum ability. To serve as a role model, a coach should give special attention to:

**Language**-Obscenity and profanity have no place in athletics and will not be tolerated. Temper-Control is imperative.

**Challenging the judgment of the officials** - The behavior of a coach often carries over to and influences the behavior of the team and fans.

### **Coaching Supplements**

Coaching supplements are based on:

Attala County Board of Education Coaching Supplement Scale:  
Planning, preparations, complexity of duties in a sport, number of participants, number of assistants, travel, and number of scheduled events and care and accountability of equipment are all factors to be considered.

## **POLICIES AND PROCEDURES**

### **Interscholastic Policies**

Interscholastic athletics is to be administered as a part of the regular school program and is to be under the same administrative control as all other parts of the educational program. Only students enrolled in grades 7-12 will engage in interscholastic athletic events.

All interscholastic athletic events in which this school district participates will be conducted under the rules and regulations of the Mississippi High School Activities Association.

Eligibility for competitive activities in grades 7-12 is determined according to the rules of the Mississippi High School Activities Association. Students must meet all requirements established by the MHSAA.

**All students participating in athletics will be required to have on file:**

- **written parent consent**

- **proof of medical/health insurance**
- **liability waiver signed by parent/legal guardian**
- **medical screening by a licensed physician**
- **media consent form**

It is the explicit responsibility of the head coach of the athletic activity involved to ensure that all these requirements are completed, and documentation is properly on file prior to any practice or event associated with the activity.

It is the responsibility of the school principal, the school athletic director, and the head coach supervising the activity to determine eligibility of each participant, in the activity, as governed by the regulations set forth by the MHSAA.

Each sports activity is considered separate and apart from other activities. It is the responsibility of the coach to explain to student athletes the policy concerning activities that they may enter free of charge.

### **ELIGIBILITY: SCHOLASTIC REQUIREMENTS**

**The MHSAA requires students participating in MHSAA sanctioned competitions to make “satisfactory progress toward graduation”. Each school district shall determine the requirements for “satisfactory progress toward graduation” through its graduation requirements and shall interpret this rule according to its requirements.**

According to Mississippi law, as student must maintain a grade point average of at least a 2.0 or “C” average in order to participate in interscholastic sports/activities. Grade point averages will be calculated at the conclusion of the first semester using the semester averages of **all** courses the student is taking. Students who do not have a 2.0 or “C” average for the first semester will be ineligible for the second semester.

At the end of the school year, each student’s grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. A student who does not have a grade point average of at least a 2.0 or “C” average, will be ineligible for the fall semester.

High school eligibility begins when a student enters ninth grade. To be eligible for the fall semester, a student must be promoted to ninth grade with at least an overall 2.0 or “C” average of **all** eighth grade courses.

A student may become eligible for the second semester only once during his/her high school career if he/she fails the year-end average the previous year, by achieving at least an overall 2.0 or “C” average at the end of the first semester.

A 2.0 or “C” average may be calculated in two ways: Grade point average: A=4, B=3, C=2, D=1, F=0

Numerical average: Place all semester or year-end averages in the local grading scale. If the overall average is a “C” or better, the student is eligible.

## **ELIGIBILITY: JUNIOR HIGH/MIDDLE SCHOOL SCHOLASTIC REQUIREMENT**

For participation on the junior high/middle school level, a student must be promoted (**if not promoted, they are ineligible for the entire year**) and have passed any from basic courses (any subject that meets the equivalent of at least 250 minutes per week or meets the State Department requirement) with a 2.0 or “C” average the previous semester (computed numerically or by GPA).

The year-end average of four basic courses passed will be used to determine eligibility for the fall semester. The same guidelines apply at the end of the first semester for spring participation. Students must be on track to be promoted to be eligible.

A student on the junior high/middle school level, who was promoted but is not eligible at the beginning of the school year due to his academic average, may become eligible for the second semester only once during the student’s junior high/middle school career by passing four basic courses with an overall average of 2.0 at the end of the first semester.

## **ELIGIBILITY: SEVENTH AND EIGHTH GRADE PARTICIPATION ON THE HIGH SCHOOL LEVEL**

In order to participate in the fall, a student must be promoted (**if not promoted, they are ineligible for the entire year**) having passed the four core courses (English, math, science and social studies), and the average of those four core courses must be a “C” or above. For spring semester eligibility, the student does not have to be passing all four core courses, but the average of those four core courses must be a “C” or above

Students who are allowed to participate on a high school team in any sport/activity shall not be allowed to participate on a junior high school team in the same sport/activity at the same time or at a later date.

Students who are playing up (seventh to eighth) are not allowed to participate on the seventh grade team in the same sport/activity at the same time or at a later date.

Ninth grade participation shall be considered as Junior Varsity participation keeping in mind the number of quarters or innings participating during a school week.

## **ELIGIBILITY: SPECIAL EDUCATION REQUIREMENTS**

Special education students making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP) shall be academically eligible. Special education students must maintain attendance according to district policy, be assigned a date entering ninth grade corresponding to other students of that age and be subject to all other rules and regulation of the MHSAA.

## **ELIGIBILITY: FOREIGN EXCHANGE STUDENT REQUIREMENTS**

A foreign exchange student participating in an established program accepted by the Council of Standards for International Education Travel (CSIET) shall be immediately eligible to participate in MHSAA sanctioned sports/activities in the school district in which the host family is a bona fide resident. Eligibility is granted for one year provided there is no evidence of recruitment of the student by the school or another entity.

## Miscellaneous Policies

### I. Undue Influence for Participation

- A. Student athletes shall be allowed to participate in as many sport seasons as the athlete and his/her parent(s) desire without influence from any coach to specialize in a sport. All coaches should encourage participation in other sports.
- B. Athletes may choose the sport in which they wish to participate; however, once the season has begun, no one may change sports except in the following situations.
  1. Athletes cut from one sport for non-disciplinary reasons may try out for another sport.
  2. An athlete who is dropped from one sport for disciplinary reasons may not participate in another sport until that sport's season is complete.
  3. No athlete may begin another sport until the previous sport has been completed in its entirety.

### II. Deletion of Interscholastic Sports

The following criteria will be considered in depth prior to the deletion of an interscholastic sport when:

- Student interest declines to an unsatisfactory level both in terms of participation and spectator attendance.
- It becomes impossible to secure competent coaches.
- Adequate facilities do not exist.
- Adequate funding is no longer feasible.
- Scheduling of contests at local or regional level becomes impossible.

*NOTE:* Recommendations to delete a sport will go through the office of the school athletic director, school administration, and superintendent. All efforts to delete a sport will be made with as much advance notice as possible.

### III. Adding Interscholastic Sports

The following criteria will be considered prior to the addition of an interscholastic sport when:

- Strong student interest must be indicated.
- The sport must be sanctioned by the MHSAA.
- Adequate facilities must exist. It must be possible to coordinate use of facilities so as not to conflict with existing programs.
- It must be possible to secure competent coaches.
- Adequate funding must be available without diverting funds from existing programs.
- Priority will be given to those sports that best equalize the opportunities for boys and girls.

*NOTE:* Requests to add a sport must go through the office of the school athletic director, school principals, and the superintendent.

#### **IV. Postponing contests**

If a game is postponed due to weather or any other factor not favorable to good game conditions, the following steps should be followed:

Coaches confer with the school athletic director and school administration.

Factors to be considered include:

- Weather conditions
- Playing conditions of the field
- Safe travel for team, opponents and officials
- Safety of spectators
- Damage to equipment
- Unforeseen circumstances (sickness, discipline, injuries, etc.)

After considering these factors, it will then be left to the discretion of the school athletic director, principal, and the head coach to play or postpone a game. The head coach of the sport will reschedule the contest within the time limits and guidelines set by MHSAA.

The head coach/athletic director must contact the following when a decision to cancel a contest is made:

- School principals
- Coaches
- Game administrator
- Officials
- Security and game workers
- Team
- News media
- Any other person directly involved in operation of contest

#### **Supervision**

Protection of players on athletic fields/ areas is the responsibility of the head coach. Only adults employed and approved by the Attala County School District are allowed to interact with student-athletes. Unapproved parents, volunteers, and other adults are prohibited from the playing field, field house, gym floor, and other areas.

#### **Alcohol/Drug Abuse Policy**

Student athletes are considered to be leaders of the school. The conduct and/or behavior of student athletes must be exemplary and a good example for all students to follow. Therefore, the following policies concerning alcohol/drug abuse by student-athletes will be in effect:

Any student in the Attala County School District found to be in possession or under the influence of alcohol and/or drugs on the school campus or at any school sponsored activity (on campus or off campus) will be disciplined according to the district's disciplinary policy.

Any student athlete with confirmed possession or under the influence of alcohol, drugs, and/or tobacco off campus at non-school sponsored events will be subject to suspension from games in the sport in which he/she is participating. Further incidents by the student will result in more serious disciplinary action.

Athletic drug and alcohol use and abuse are considered detrimental to the well being of any student athlete. All Attala County School District student athletes, coaches, teachers, and administrators believe that the use of illegal drugs or the abuse of drugs:

1. Is detrimental to the physical and mental health of its student-athletes.
2. Seriously interferes with the performance of individuals as students and as athletes.
3. Creates an unfair stigma for those student athletes who do not use or abuse drugs.
4. Is extremely dangerous to the student athlete regarding his/her participation and performance.

Because of the genuine concern for the well-being of each student athlete, it is suggested that each coach take the following actions:

1. Counsel student athletes concerning the serious consequences of alcohol and drug use.
2. Look for signs of alcohol/drug use such as:
  - A. Alcohol or drug paraphernalia
  - B. Unusual odor or appearance
  - C. Serious mood swings
  - D. Lethargic or highly irritable behavior
  - E. Consistent absence or tardiness for practices and games
3. Report any suspicion of alcohol or drug use to the athletic director, and school administrators.

**This policy is not intended to interfere unduly with the student athlete's private life or to bring hardship on the student athlete, but rather to protect his/her well-being and that of others associated with district athletics.**

### **Drug Testing Policy** **(ACSD Policy JCDAB)**

In an effort to help protect the health and safety of students involved in extracurricular activities, including, but not limited to, any club, athletic, band, cheerleader, Driver's Education, Career Technical student organizations, and students who are afforded the privilege of operating or parking a motor vehicle on school property from drug use and abuse; in an effort to help protect the health and safety of our whole student population, administration, faculty, staff, and visitors from the potential dangers of being in contact with those who use and/or abuse drugs; in an effort to prevent, deter, and detect drug use; and in an effort to reduce use of drugs, the Board of Education (the "Board") of the Attala County School District (the "District") adopts the following policy for drug testing of all students



in grades 7-12 who participate or seek to participate in extracurricular activities, including, but not limited to, any club, athletics, band, cheerleader, Driver's Education, Career Technical student organizations, and students who are afforded the privilege of operating or parking a motor vehicle on school property.

**I. Purpose**

The Board, administration, faculty, and staff of the district desire that no student use or possess illegal or abuse prescription medication. However, the power of the district is limited and therefore, this policy governs the use and possession of illegal drugs and governs the abuse of prescription medication by students participating in extracurricular activities, including, but not limited to, any club, athletic, band, cheerleader, Driver's Education, Career Technical student organizations, and students who are afforded the privilege of operating or parking a motor vehicle on school property. The purpose of the Drug Testing Policy is to assist and help protect the student population, administration, faculty, staff, and visitors of the district. It is not intended to be punitive or to bring hardship to the students. No student testing positive or otherwise being in violation of this policy will be penalized academically. Specific goals of this policy are as follows:

- 1) To create and maintain a safe, drug-free environment for students, administration, faculty, staff, and visitors.
- 2) To encourage any student with a dependency on or addiction to drugs to seek help in overcoming the problem
- 3) To help prevent drug use by students of the district
- 4) To educate students about the serious physical, mental, and emotional harm caused by drug use.
- 5) To reduce the likelihood of injury, damage, illness, and harm that may arise as a result or drug use
- 6) To offer students school activities free of the effects of drug use
- 7) To minimize the likelihood that school property will be used for drug activities
- 8) To provide reasonable opportunities for treatment and counseling for any student who uses or abuses drugs because of a genuine concern for the student population, administration, faculty, staff, and visitors of the district, the District adopts this Drug Testing Policy (JCDAB) effective beginning the 2014-2015 school year.

**II. Consent**

All covered students and their parents/legal guardians are required to sign a Consent to Test of Urine and Authorization for Release of Information, and a Release from Liability. Additionally, all covered students are required to sign a Student Consent Form. In the event, a covered student or their parent/legal guardian refuses to sign the required documents, that covered student will not be allowed to participate in extracurricular activities, including, but not limited to, any club, athletic, band, cheerleader, Driver's Education, Career Technical student organizations, and students who are afforded the privilege of operating or parking a motor vehicle on school property. Refusal to consent to a random drug test will automatically be considered a positive drug test.

**III. Reasonable Suspicion Testing**

Any covered student who, by reasonable suspicion, is believed to be under the influence of drugs shall be subject to being tested for drugs. Reasonable suspicion must be based on specific observations which are articulated concerning the appearance, behavior, speech, or body odors of the student. Any student who receives a positive test result from a reasonable suspicion test or any student who refuses a reasonable suspicion test shall be subject to discipline pursuant to the District's Discipline Policy.

#### **IV. Implementation**

All drug testing shall be implemented in accordance with this Policy by a Third-Party medical group selected by the District. School staff may be called upon to assist in the screening process but shall not handle any specimens during the testing period. The identification numbers/names of the covered students will be placed on a random selection list. The district will conduct randomly, unannounced testing of covered students during the course of the school year. The list of students in the random pool will be updated periodically. The number of activities in which a student is involved will not increase the student's chances of being chosen at a random test. Each covered student's name will be placed on the random list only one time regardless of the number of activities in which student is involved. All testing will be done pursuant to this Policy. A covered student may not use his or her own medical provider or other means for testing.

#### **V. Procedures for Testing**

##### **Quality Control and Confidentiality Assurances**

1. A technician from the Third-Party medical group shall be responsible for the collection and labeling of the specimens.
2. Labels that include each student's testing number shall be used to identify the specimens.
3. A minimum of one (1) school official shall be present with a technician from the medical group when specimens are being collected.
4. The student's initials listed adjacent to the student's testing number shall indicate that the number is correct and matches the number affixed to the specimen container.
5. Specimen containers and packages provided by the district shall be utilized to properly obtain specimens.
6. Specimens shall be analyzed for one or more of the substances specified as Substances to be screened below.
7. The Superintendent and school officials shall assure that this policy is implemented in a fair and consistent manner.
8. Any required drug counseling shall be provided by an approved agency at the student's expense.
9. School officials will designate collection sites where individuals may provide specimens.

##### **Substances to be Screened**

Covered Students will be subject to drug screening to test for any of the following substances, the use of which is expressly prohibited: Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Dextromethorphan, Inhalants, Methaqualone, Methamphetamine, Marijuana, Methadone, Opiates, Phencyclidine, Propoxyphene, and K2.

##### **Drug Screening**

The drug screening shall consist of the collection of a specimen from the student by an individual from the Medical Group under the supervision of the district. The district reserves the right to utilize blood, hair, saliva, or urinalysis testing procedures. Each specimen shall be analyzed for the presence of one or more of the drugs identified above in this policy, by the Medical Group. The Medical Group shall report all results to the principal. The principal will be responsible for reviewing the test results of the students and confirm that the individuals testing positive have used drugs, adulterated the specimen, or substituted the specimen in violation of the policy. Prior to making a

final decision, the principal may, at his or her discretion, give the individual an opportunity to discuss the result. The principal shall then promptly alert the coach or sponsor of the student and schedule a conference between the student parent(s)/legal guardian(s) to discuss the positive test result. For the purpose of this policy, a positive test result shall mean a test result, which indicated the presence of one or more of the listed drugs in the "Substances to be Screened" section of this policy. The student and their parent(s)/legal guardian(s) shall be notified when a student tests positive. Effects of a positive result are outlined below.

**VI. Release of Test Results**

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the District through its drug testing program are confidential communications and may not be used or received in evidence, obtained in Court discovery or disclosed in any public or private proceeding except in the following:

- A. As directed by the specific, written consent of the student authorizing release of the information to an identified person
- B. To the Superintendent or his/her designee, school principal, school counselor, band director, sponsor, head coach, and/or drug counselor designated by the Superintendent or his/her designee.
- C. To the student's parent(s)/legal guardian(s) or
- D. As mandated and required by a Court of law after efforts have been made to quash any request

All Covered Students will be required to execute a consent or release form permitting the district to release test results and related information to the school officials who have a need to know.

**VII. Effect of A Positive Result**

**First Positive:**

When the positive result is verified and confirmed, the school principal will notify the student's parent(s)/legal guardian(s). The student will be placed in alternative school for 10 days following the district's alternative school procedure. Transportation will not be provided by the district and upon return to school the student and his/her parent(s)/legal guardian(s) must sign an Attala County School District Release for Liability form. The student will be given materials related to the effects of drugs, drug abuse and prevention, and drug treatment. Additionally, any student who tests positive will be subject to subsequent testing at all random screenings performed at the discretion of the district.

**Second Positive:**

When the positive result is verified and confirmed, the school principal will notify the student's parent(s)/ legal guardian(s). The student will be placed in alternative school for 30 days: following the district's alternative school procedure. Transportation will not be provided by the district and upon return to school the student and his/her parent(s)/legal guardian(s) must sign an Attala County School District Release for Liability form. The student will be given materials related to the effects of drugs, drug abuse and prevention, and drug treatment. Additionally, any student who tests positive will be subject to subsequent testing at all random screenings performed at the discretion of the district.

**Third Positive:**

When the positive result is verified and confirmed, the school principal will notify the student's parent(s)/legal guardian(s). The student will be placed in alternative school for 60 days following the district's alternative school procedure. Transportation will not be provided by the district and upon return to school the student and his/her parent(s)/legal

guardian(s) must sign an Attala County School District Release for Liability form. The student will be given materials related to the effects of drugs, drug abuse and prevention, and drug treatment. Additionally, any student who tests positive will be subject to subsequent testing at all random screenings performed at the discretion of the district.

#### **VIII. Appeal Process**

Once a positive result is verified and the principal has notified the parents, the parents have two options to appeal the positive result. The parent, within two hours of the positive test result and at his/her own expense, may have their child tested at a licensed medical facility. The test results from this licensed medical facility must be delivered or picked up by school personnel to ensure security of the result and confidentiality. The principal will verify all test results and make a decision. If the student receives an unfavorable decision, he/she has the right to appeal the decision to the Attala County School Board within five (5) school days for a final determination. If an appeal is made to the Board, the student will remain eligible for the activity or privilege until a final decision is rendered. Please refer to the Student Discipline/Hearing Procedures section for further information.

#### **Athletic Equipment Policy**

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

1. Athletic equipment and supplies are purchased annually subject to the budgetary allocations approved by the school board.
2. The head coach is responsible for taking an accurate inventory of equipment no later than ten (10) days following the official close of his/her sport, retaining one for his files and presenting one to the school athletic director.
3. Requests for equipment and supplies should be made to the school athletic director following inventory, including style and colors.
4. All equipment and supplies must be purchased according to school board policy. Any violation of purchasing procedure will result in the coach's paying for the items personally.
5. Athletic storerooms shall serve as receiving and disbursing points for all supplies and equipment.
6. Athletes shall not wear school athletic equipment except during practice and game periods. Exception may be made for special recognition days.
7. Athletic equipment must be stored and secured by the head coach of each sport.
8. Equipment must be properly cared for and each athlete should be properly fitted with athletic equipment.
9. School owned athletic equipment will not be loaned to outside groups without the approval of the school athletic director. A written form for equipment loan should be signed and filed pending return of equipment.
10. Athletic equipment that is issued and not returned must be paid for. The athletic director will collect the money for unreturned equipment and turn it in to the school bookkeeper.

## **Athlete Injury/Insurance Policies**

Injuries to athletes will occur in interscholastic sports regardless of precautions taken. However, safe playing conditions, proper coaching techniques, safe equipment, and proper warnings concerning possible injuries are essential. A medical evacuation plan must be in place and on file with the ambulance services.

### **ATHLETIC INSURANCE:**

All athletes who participate in a competitive sport in the school district must be covered by an insurance policy. Insurance is required on all athletes prior to practicing or competing in interscholastic sports. An athlete should be covered by the comprehensive MHSAA plan or school day insurance policy for minor sports or have a reliable individual/family policy. Parents must sign an insurance form giving the company's name and insurance number.

## **Emergency Evacuation for Injured Athletes**

1. The coach in charge of the activity is to assume the responsibility for the injured athlete. He/she must be prepared to recognize injuries and properly administer first aid and/or refer injured athletes to appropriate medical personnel.
2. If needed, the coach or designated personnel should call for an ambulance or qualified medical assistance.
3. Injured athletes should be accompanied by a coach who has been designated this responsibility.
4. The coach accompanying the injured athlete should notify the parents of the injury and the action taken. The coach should use discretion and not unduly alarm the parents. **Under no circumstances should a student be allowed to inform the parents of an injury.**
5. Either a personal visit to the hospital/home, or in less severe injuries, a telephone call by the head coach is a MUST following an injury to an athlete.
6. An athletic injury report must be sent to the school athletic director the day following the injury.
7. The emergency medical authorization card should always be in the team's medical kit. On this card is the athlete's parent's or guardian's home and work telephone numbers, other contact person, preferred physician and preferred hospital. Allergic medications should be included on this card.
8. It is the policy of the department of athletics to make certain that all students participating in athletics are insured under the school student insurance program, covered by their own family insurance, or are participating in the Children's Health Insurance Program or Medicaid.
9. Any middle or high school teacher/coach will report any major athletic injury requiring medical attention to the school athletic director. An Athlete Injury form is to be used and the report made the day of the injury.
10. The Attala County School District will not be responsible for any bills or balances not covered under the student insurance.

## **Letterman Policy**

Student-athletes must meet the school's letterman jacket policy to be eligible.

The school will not be responsible for paying for letterman jackets. The entire cost of the letterman jacket will be the sole responsibility of the student-athlete. Orders for jackets will be placed once in the spring of the school year.

## **Fundraising/Booster Club/Support Groups Policies**

**All** fundraising must be submitted to the office using the appropriate form and approved by principal or athletic director. Any fundraising that is done without approval will forfeit 50% of profits and it will be divided between all sports. This includes all fundraisers attached to any Attala County School District athletic programs, regardless if they are done on campus or not. Fundraising is limited to two (2) peddling fundraisers per sport during the school year. Money received for each fundraiser must be turned into the bookkeeper.

The school district recognizes the value of the community support groups in relation to the student activities program and encourages participation of interested supporters and booster clubs to help promote greater community awareness.

Booster clubs should work with and coordinate all activities with the head coach by discussing plans and activities being considered for the school year.

The club will not attempt to influence or direct the policies of the school administration or coaches who are charged with the responsibility of conducting the athletics/activities programs in the school district. The club should in no way violate the rules of the MHSAA.

The school athletic director and the coaches of the sports involved should work with the booster club/support groups on all of their projects.

Any monetary donations exceeding \$500.00 must first be approved by the Attala County School District Board of Education.

## **Student-athlete Attendance**

The Attala County School District believes that student-athletes must take care of all academic responsibilities before they are allowed to engage in athletics. The opportunity to play extracurricular sports at any school in the Attala County School District is a privilege, not a right.

A student that is late for school without a parent note, doctor's excuse, or bereavement note from a funeral home during the week of an athletic contest will miss playing time for the first contest following the late arrival.

\*Note: Only five parent notes are permitted each semester weeks.

A student that is absent from school without a parent note, doctor's excuse, or bereavement note from a funeral home during the week of an athletic contest will miss playing time for the first contest following the absence.

In order to be eligible to participate in a competition on a school day, an athlete must attend school at least sixty-three percent (63%) on the day of competition. A school-related absence will not affect this rule. A parent note, doctor's excuse, or bereavement note from a funeral home will be accepted to excuse this requirement. (63%= sign-in by 10:26).

\*Note: Only five parent notes are permitted each semester weeks.

Students are not allowed to miss school and only attend practice on regularly scheduled school days. Students that sign in without a parent note or doctor's excuse during the week of an athletic contest will miss playing time for the first contest following the late arrival. Failure to sign in will result in a suspension from school.

\*Note: Only five parent notes are permitted each semester weeks.

\*It is the responsibility of the coach to enforce this rule. Each coach receives a hard copy and an email that includes absences each morning. If you are unsure if a student has signed in or not, check with the office.

A student that is suspended from school during the week of an athletic contest will be ineligible to play in the first contest following return to school after suspension.

Suspensions during the offseason will result in two contests missed for each suspension.

Spring sport athletes suspended during the fall will result in game suspensions in the spring.

Fall sport athletes suspended during the spring will result in game suspensions the following fall.

### **Discipline Policy/Procedure**

Coaches and student-athletes are ambassadors of the Attala County School District. They are expected to represent themselves and the school in a positive manner. Profanity, tobacco use, and other actions that damage the reputation of Attala County School District will be subject to disciplinary actions including suspension.

1. If, for any reason, a coach deems it necessary to suspend an athlete from participation or from the team, he/she must notify the parent after consulting with the principal.
2. The parent may appeal a suspension or dismissal to the coach involved.
3. If an athlete is suspended from the team for the remainder of the season, he/she forfeits credit toward any awards or letterman status.
4. If an athlete is suspended from a team, he/she may not participate in any other sport until the sport from which he/she has been suspended is over.
5. Coaches are responsible for providing written copies of rules and regulations to parents and players prior to the beginning of a sport season.

### **Game Day Time Changes**

Any changes to a scheduled game should be reported to the athletic director and/or principal immediately.

Time changes to home games (regardless of the amount of time adjusted) must be approved by the office by 12:30 on the day of the game. Time changes to away games need to be reported to principal and/or athletic director as soon as the head coach is informed by the home team.

### **Dual Sports Participation Policy/Procedure**

If a student athlete/cheerleader elects to participate in two activities during the same season, the following procedure will be followed:

When students have to choose between properly scheduled activities, there will be no loss of credit or reduction of grade.

All coaches/sponsors must understand this rule and not place undue pressure on the student.

Coaches should encourage student-athletes to make district and play-off games a priority over regular season games when a conflict arises.

### **Ejection of Coaches/Students (MHSAA Policy)**

The school will be assessed a minimum fine of \$300 in the event a coach is ejected from an athletic contest. Coaches are personally responsible for such fines.

A fine of \$500 will be levied against the school if:

A team leaves the bench and comes onto the playing area.

A team, or members of the team, become involved in a fight between arrival and departure of an athletic contest.

Any student ejected from a contest for unsportsmanlike conduct or a flagrant foul will be ineligible for the period of time as set forth by the MHSAA.



## High School Athletic Participation Policy

Rules for middle school student athletic participation at high school level include:

1. Sixth grade students will not be allowed to participate on a high school or middle school athletic team.
2. Seventh and eighth grade students will be allowed to participate on the high school team at the discretion of the head coach, principal, and athletic director.

## Publicity and Promotion Policy

### I. Public Relations

An effective on-going public relations program must be established and maintained at a high level of positive action. Good publicity and promotion provide the key to the success and survival of any athletic program.

### II. Responsibilities

- A. The school athletic director is responsible for any promotions and/or publicity that originates from within the athletic department.
- B. Head coaches and their staff are responsible for reporting news items and game results. They should promote their sport by:
  - Releasing schedules prior to the beginning of the season.
  - Distributing team brochures, schedule cards, and calendars.
  - Releasing conference, district, and state news items through the appropriate news channels.
  - Holding weekly/monthly meetings with booster clubs and parents to discuss season.
  - Using bulletin boards in school buildings to promote the athletic program.
  - Providing contest results to news media promptly.

## Rules and Regulations for Individual Sports

Each head coach is responsible for establishing rules and regulations for his/her particular sport. A copy must be on file with the principal and school athletic director. Copies must be provided to the parents and players.

Policy handbook rules and regulations must be adhered to.

## Safety Procedures

Coaches and/or sponsors must work to keep all athletic injuries to a minimum.

Safety procedures that must be adhered to include:

1. Establishing an emergency plan of action for practice at home contests as well as away contests.
2. Reporting any known unsafe facilities or equipment to the school athletic director.
3. Providing first aid or medical care to all injured athletes.
4. Informing football participants of the danger of spear-tackling and head blocking.
5. Providing frequent water breaks and being aware of high humidity.
6. Canceling or postponing practice or games when conditions are unsafe due to lightning, unstable or severe inclement weather.
7. Attending clinics that provide training and annual review of CPR and athletic connected injuries.
8. Enforcing required use of mouthpieces by all football players in practice/games.
9. Attending in-service training workshops covering emergency situations, emergency plans of action, and other safety procedures.
10. Contacting ambulance services prior to season outlining directions and entrances to provide directions for the quickest route possible to reach injured athletes.

## **Sports Waiver/Physical Examination Policies**

Due to the possibility of injury and the necessity of medical attention, no student will be allowed to engage in high school or middle school sports until written permission has been received by the head coach and presented to the school athletic director stating that the parent is aware that his/her child is involved in school athletics. The parent/guardian further accepts the responsibility for any injuries that might be incurred by participation or for any injury or problem stemming from such injury. Written permission includes proof of medical insurance for their child.

Each participant in grades 7-12 must have undergone a physical examination by a licensed medical doctor or have a statement from his/her family physician stating that he/she is medically cleared to participate in any given sport.

## **Squad Selection Policy**

Coaches are encouraged to keep as many students on an athletic team as possible without unbalancing the integrity of the sport. Time, space, facilities, equipment, and other similar factors will place limitations on the size of the squad.

Selecting athletic squads is the sole responsibility of the coaches in a particular sport. Prior to tryouts, the coach must provide the following information to those who wish to try out:

1. Extent of tryout period
2. Criteria in selection of team
3. Squad size
4. Required practice commitment if selected
5. Required game commitment

Coaches will hold tryouts at an announced date. Coaches will also announce criteria for making the team.

## **Supervision/Facility Policies**

Athletic facilities are made available only to team members and then only with a member of the coaching staff present and on duty. There will be no unsupervised practice sessions. Any staff member who ignores this area of responsibility assumes all liability and is subject to disciplinary action.

## **Transportation Policies**

### **Travel Plans/Arrangements**

1. All travel arrangements will be made by the school athletic director after consulting with the coach involved.
2. A travel list must be on file in the office of the principal by noon at least one day prior to departure.
3. Athletes will travel on school sanctioned vehicles to out of town events.

4. The coach must provide protection and supervision of students in the event of an accident or breakdown.
5. Only assigned school personnel may travel via school transportation.
6. All coaches are required to attend the school bus training school, which includes driving, testing, drug screening, and monthly safety meetings.
7. Field trip forms shall be properly completed for each student.
8. Transportation to special events will be provided by licensed public carriers or school activity buses.
9. Under no circumstances will a student or player be allowed to drive a car or an activity bus on a trip.
10. Requests for transportation of athletic teams or cheerleaders will be initiated by the teacher/coach. This request must be in the office of the transportation director at least one week prior to the trip.
11. Each coach, responsible for a particular sport, will be responsible for the conduct of these students from the time they leave school until they return.
12. Coaches driving a bus must observe all traffic laws.
13. Upon completion of the trip, coaches and/or drivers will be responsible for returning the trip report sheet to the transportation director.
14. Students at away games are the responsibility of the head coach from the time they leave the school campus until they are picked up by their guardian or other approved adult.
15. Students that do not return to the school on the bus must be signed out by a person on their school sign out sheet.
16. Coaches or their designee must verify students are signed out by an approved guardian or other approved adult.

### **Reservations for Meals/Hotels**

1. Meal reservations must be made by the school athletic director after consulting with the coach involved.
2. Time and distance factors should be considered in scheduling meals.
3. Meal arrangements will include only members of the traveling squad, coaches, and police escorts, and bus drivers. All athletes must eat together.
4. The coach in charge is responsible for signing meal charge tickets and submitting them to the school athletic director upon return.
5. All other policies included in the Board Policy Manual or student handbook must be followed.
6. The school athletic director makes hotel reservations for athletic teams.

### **Removal of students from classes**

Any athletic contest that requires students to miss class must be held to a minimum and reported to the principal and/or athletic director the week before the contest. (Playoffs are an exception.)

No student should be removed from class without permission from the principal.

## Supervision of Athletes

1. When athletes are transported to or from athletic contests, a coach must accompany the squad.
2. Obscene language and roughhouse tactics will not be tolerated.
3. The discipline and good behavior of the squad are the responsibility of the coach.
4. The coach in charge is responsible for returning buses in clean condition following trips.
5. All other policies included in the Board Policy Manual or student handbook must be followed.

## Facility Use

All Preseason and in-season use of facilities should be coordinated with the athletic director and/or building level principals. In-season teams have priority use of facilities. Whenever conflicts arise between teams, the head coaches should communicate and work to find a compromise. If no compromise can be reached, the athletic director and/or principal will assign facility use for the team. Custodial and maintenance staff will aid in preparation of certain facilities, but is ultimately the **responsibility of the coaching staff** to ensure that all facilities are prepared. Preparation should include but not limited to:

1. Playing surfaces cut, cleaned, lined off, and/or appropriate for playing conditions
2. Home and visitor dressing rooms are clean and presentable
3. Public restrooms are unlocked and clean with appropriate supplies. (Lock restrooms after contest)
4. Game officials are satisfactorily managed (Principal and/or athletic director will help with this)
5. Coaching staff is responsible for the daily management of playing venues, practice facilities, and lockers rooms. **Please keep your areas clean!!!**

## Weight Room Policy

Coaches are required to supervise weight rooms on a schedule established by the athletic director and/or head coach.

Weight room rules:

1. Shirts and shoes are required.
2. No one is allowed in the weight room without authorized supervision.
3. Weights are to be returned to the rack immediately following use.
4. Students must work under the supervision of an instructor assigned to the weight room.
5. Each student should work with the instructor to determine individual limits.
7. Roughhousing and horseplay are not tolerated in the weight room.
8. Gum, food, or drinks are not allowed in the weight room.
9. Use of weight room facilities by outside groups or school personnel must be approved by the school athletic director and the school principal.

**ATTALA COUNTY SCHOOL DISTRICT  
STUDENT DRUG TESTING  
(Consent Form)**

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Student's Last Name	First Name	Middle Name
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I have read the "ACSD Drug Testing Policy" and I understand that, out of care for my safety and health and the health and safety of others, the Attala County School District enforces the rules applying to the use or possession of illegal and performance-enhancing drugs. As a member of my school's extracurricular activity, I realize that the personal decision that I make daily about the use or possession of illegal or performance-enhancing drugs may adversely affect my health and well-being, possibly endanger those around me, and reflects poorly upon any organization with which I am associated. If I choose to violate this policy regarding the use or possession of illegal or performance-enhancing drugs at any time, whether during in-season or off-season, I understand upon determination of that violation I will be subject to the restrictions on my participation and practice as outlined in the policy.

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Signature of Student	Date
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We have read and understand the Attala County School District "Random Drug Testing Policy" and "Student Drug Testing Consent." We desire that the student named above participate in the extracurricular activities of the Attala County School District, and we hereby voluntarily agree that our child or ward and us are subject to terms of the Activity Student Random Drug Testing Policy. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the policy. We further agree and consent to the disclosure of the sampling, testing and results as provided in the policy and any regulation adopted by the administration of the district.

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Signature of Parent or Custodial Guardian